

**Sandia's Engineering & Architectural Standards Program**  
**Document Ownership Chart**

<b><u>Document Group</u></b>	<b><u>Group Ownership and Exceptions</u></b>	<b><u>Points of Contact</u></b>
Specification Division 1	<i>Entire Division, except:</i> 01065 and attachments A-D 01505 and attachments A-C	Steve Fattor John Norwalk Doug Vetter
Specification Division 2	<i>Entire Division, except:</i> 02812, 02922, 02932	Jeremy Michaels Steve Koffman
Specification Division 3	<i>Entire Division</i>	Jeremy Michaels
Specification Division 4	<i>Entire Division, except:</i> 04050	Steve Koffman Carlos Medrano
Specification Division 5	<i>Entire Division</i>	Carlos Medrano
Specification Division 6	<i>Entire Division</i>	Steve Koffman
Specification Division 7	<i>Entire Division</i>	Steve Koffman
Specification Division 8	<i>Entire Division</i>	Steve Koffman
Specification Division 9	<i>Entire Division</i>	Steve Koffman
Specification Division 10	<i>Entire Division</i>	Steve Koffman
Specification Division 11	<i>Entire Division</i>	Steve Koffman
Specification Division 12	<i>Entire Division</i>	Steve Koffman
Specification Division 13	13100, 13100A 13120 13811 13851, 13852, 13855, 13967 13943	Rebecca Lopez Steve Koffman Kelley Garcia Laura Draelos Mike Rocco
Specification Division 14	<i>Entire Division</i>	Steve Koffman
Specification Division 15	<i>Entire Division</i>	Dan Williams
Specification Division 16	<i>Entire Division, except:</i> 16124, 16272, 16310, 16401 16501, 16514, 16521 16720, 16725 16742	Scott Rowland Lucille Roybal Gary Hoe Rob Bevington Pat Manke

**Notes:**

1. Ownership of the Construction Standard Specifications for a given Section includes ownership of the technical content of the Standard Drawings for the same Section, except that ownership of the drawings' format and adherence to the CADD Standards Manual remains with the owner of the CADD Standards Manual.
2. While a single person is named as the Point of Contact for Division 15 and five persons are named as POCs for Division 16, the respective engineering and architectural departments have numerous Subject Matter Experts within their disciplines. These specialists are listed at links found in the discipline-specific sections of the "SNL Only" web page.

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<b>Document Group</b>	<b>Group Exception (if any)</b>	<b>Owner</b>
Design Manual section 1	<i>Entire Section</i>	Gary Hoe
Design Manual section 2	<i>Entire Section</i>	Gary Hoe, Jim Bruniske, Stephen James
Design Manual section 3	<i>Entire Section</i>	Jeremy Michaels
Design Manual section 4	<i>Entire Section</i>	Vin Davis
Design Manual section 5	<i>Entire Section</i>	Carlos Medrano
Design Manual section 6	<i>Entire Section</i>	Stephen James
Design Manual section 7	<i>Entire Section, except:</i> Section 7.4	Laura Draelos Paul Smith
Design Manual section 8	<i>Entire Section</i>	Dan Williams
Design Manual section 9	<i>Entire Section, except:</i> Section 9.4	Scott Rowland Gary Hoe
Design Manual section 10	<i>Entire Section</i>	Pat Manke
Design Manual section 11	<i>Entire Section</i>	Rob Bevington
Design Manual section 12	Attachments 1, 2, and 3A Attachments 3B and 4 Attachment 5	Gary Hoe Jeremy Michaels Scott Rowland
<b>Standards Manual</b>		
CADD Standards Manual	<i>Entire Manual</i>	Mark Coffing, Mike Jamael
Telecommunications Manual	<i>Entire Manual</i>	Pat Manke
Campus Design Guidelines	<i>Entire Manual</i>	Matthew Brito
Conference Room Guidelines	<i>Entire Manual and flow chart</i>	Steve Koffman
Sign Standard	<i>Entire Manual</i>	Matthew Brito
<b>Forms and Templates</b>		
Panel Schedule templates	With Instructions	Gary Hoe
Transformer Calculator		Gary Hoe
Universal Construction Package	With guide	Steve Fattor
Design Review/QA form		John Rathbun
Descriptive Submittal form		Gary Hoe
Modular Furniture order form		Matthew Brito, Patsy Rowland
Outage Request worksheet		John Rathbun
Request for Information (RFI)		Gary Hoe, Steve Fattor
Fire Protection Impairment Permit		Paul Smith
Penetration Permit	With guide	John Norwalk
Excavation Permit	With guide	John Norwalk
Master Equipment List worksheet		Mary Trump
Space Data worksheet		Stephen James
Construction Complete checklist		Steve Fattor
Corporate Forms link	Link only	Gary Hoe